DOCUMENT RESUME

ED 311 214 CE 053 198

TITLE Handbook for Instructors and Advisory Committee Members.
INSTITUTION Oklahoma State Council for Vocational Education, Oklahoma City.
PUB DATE Jan 88
NOTE 29p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Advisory Committees; *Educational Planning; Needs Assessment; *Parliamentary Procedures; Policy Formation; Postsecondary Education; *Program Implementation; Questionnaires; Secondary Education; *Vocational Education
IDENTIFIERS Oklahoma

ABSTRACT

This guide was prepared to aid school system vocational education advisory committee members and instructors in fulfilling their roles and responsibilities. The booklet covers the following topics: purposes and role of the advisory committee; advisory committee rationale; organizational goals; responsibilities of advisory committee members; membership; terms of membership; advisory committee officers; vocational instructors' roles with the committee; and committee function. Eight appendixes contain samples of goals and objectives; program of work; agenda for first meeting; agenda for advisory committee meeting; committee minutes; letter to send with questionnaire; industry questionnaire; and annual evaluation of program by advisory committee. (KC)

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Oklahoma Council on Vocational Education
Handbook for Instructors and Advisory Committee Members

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The state council on Vocational Education gratefully acknowledges The Francis Tuttle Vo-Tech Center for providing the text and cover of the handbook and to Tulsa County Area Vocational-Technical Schools for the printing. January, 1988.

Dear Advisory Committee Member:

Congratulations on your appointment to a vocational-technical program advisory committee. Your effort and involvement help determine the direction we take in assessing curriculum and equipment needs. Also of vital importance is your role in helping instructors understand the employment training needs of business and industry by sharing information about your own employment needs.

The work of advisory committees is at the core of Oklahoma's vocational-technical education system. It is through the joint efforts of educators and community leaders at the local level that the availability of productive and prepared employees is enhanced. By opening communication lines and encouraging dialogue about your vo-tech programs, you benefit your business, community, and state.

Please don't take your responsibility lightly. The career development of students and the economic future of your community depend on the involvement of concerned and interested people like you.

We hope that your experiences as an advisory committee member are rewarding as you help shape the vocational-technical education delivery system in your community. Your willingness to share your expertise is appreciated and will help us to better serve you.

Sincerely,

Roy Peters, Jr.

Roy Peters, Jr.
State Director
Oklahoma Department of Vocational
and Technical Education

Oklahoma State Council On Vocational Education

Dr. Fern A. Green
Executive Director

Mellodee Wallace
Administrative Assistant

Purposes and Role of the Advisory Committee

The specific purposes of an advisory committee are to advise, counsel and assist in the planning, development and evaluation of a school system's vocational education programs. It is a necessary tool if interaction between the community and the school system is to take place.

The committee's role is purely advisory in nature--not administrative or policy making. Their function is to advise and assist in program planning, not to establish or direct policy.

Advisory Committee Rationale

An advisory committee is organized to advise educators on the world of work and is composed of a group of persons primarily outside the educational field with specific occupational knowledge and expertise.

These committees are important to the establishment and maintenance of up-to-date educational programs. Changes in technology, business, industry and government have increased the need for effective communication between education and the world of work.

An advisory committee of interested, competent and concerned citizens is the most productive and effective method for involving the community in education. It is a vital link between vocational education and the community it serves.

Organizational Goals

Committee members should familiarize themselves with the school's organizational goals which guide its operation. As an advisory committee, your awareness of these goals is important as you review and offer suggestions for the improvement and growth of the institution.

Responsibilities of Advisory Committee Members

Each member is expected to:

- Attend meetings regularly, participate in the committee discussions and serve on sub-committees when requested
- Study carefully any issues that come before the advisory committee
- Keep the instructor(s) informed of new developments and technical information in business and industry
- Assist the instructor in an annual program evaluation of facilities, curriculum, quality of instruction, and the competency of graduates.
- Assist the instructor in analyzing employment needs in the community
- Be an informed advocate for the vocational program

Membership

The minimum size of any one committee will be five (5) persons and the maximum will vary with the nature of the program served. In order to have broad representation, only one member per company may serve on the advisory committee at any one time. Also, no more than two graduates of the program being advised may serve at one time. One representative from each new industry moving into the area should be appointed to an appropriate advisory committee at the earliest convenience.

Four criteria should be kept in mind in selecting and inviting individuals to serve on an advisory committee:

1. *Competence:* The representatives should be skilled craftspersons who have the respect of their peers and are recognized as leaders by their co-workers.

2. *Interest:* The nominees should be persons deeply committed to their work.

3. *Adequate time:* Persons being considered for appointment should be informed of the time commitments of the assignment and should be willing to accept this responsibility.

4. *Character:* The nominee's work habits and work history, acceptance of civic responsibilities and general acceptance by colleagues on the job as well as in the community should be outstanding.

Terms of Membership

Members are appointed to definite terms of office, usually from one to three years. Provisions are made for rotating replacements, so there will always be experienced members serving on the committee. Members may be recommended for reappointment after completing their term of office. An example of a rotation for an advisory committee is as follows:

19-------Terms of Office (First Year)	*19-------Terms of Office (Second Year)*
1 Year - 2 Members	1 Year - 2 Members
2 Years - 2 Members	2 Years - 1 Member
3 Years - 1 Member	3 Years - 2 Members

19-------Terms of Office
(Third Year)

1 Year - 1 Member
2 Years - 2 Members
3 Years - 2 Members

Advisory Committee Officers

Chairperson

The chairperson is a representative from business or industry, elected by majority vote of the committee members. The chairperson should be sensitive to the views of the members, be able to listen critically, be reasonable, exercise good judgement and fairness, and be able to work closely with the vocational instructor(s). The chairperson is expected to spend more time than other members on the affairs of the committee and must be well informed.

The responsibilities of the chairperson include the following:

- Establish meeting dates
- Preside over all meetings
- Plan the meeting agenda with the vocational instructor(s) at least two weeks in advance of meeting (Appendix C and D)
- Encourage a relaxed atmosphere conducive to productive discussion during committee meetings
- Establish goals and objectives (Appendix A)

Vice Chairperson

The vice chairperson works closely with the chairperson on all tasks and will preside in the absence of the chairperson.

Secretary

The secretary will be responsible for taking the minutes of each formal meeting and providing the instructor(s) with a typewritten copy within one week of the meeting. (Appendix E)

Vocational Instructor(s)

The key to a successful program advisory committee is the vocational instructor(s). The instructor(s) must be enthusiastic and willing to take on extra responsibilities. This person is the instigator and must do all, or most, of the detailed work if a program advisory committee is to be successful.

Some of the specific responsibilities of the instructor(s) include the following:

- At least one month prior to meeting identify potential committee members. At least 5 persons who by position, background, experience or training can offer input for improving your program. Make initial contact by telephone, be prepared to explain the duties of advisory members, and secure a current mailing address.

- Three weeks prior to meeting send letter of appointment to the committee member, with an invitation to the first meeting. Mail this information to others associated with the program. Make arrangements for room, audio-visual equipment and refreshments.

- Meet with committee chairperson (or acting chair) two weeks prior to the meeting to develop the agenda. Compile folders, agenda, name tag, handbook for instructors and advisory committee members, general information on program/school, and pencil and notepad.

- Three days prior to meeting call members individually as reminder.

- Coordinate all plans for the meeting (i.e. room arrangements, food, folders, etc.)

- Work with committee to plan a program of work (Appendix B)

- Be responsible for providing staff or student assistance in the recording and preparation of the minutes.

- Within one week after meeting send thank-you note and copy of minutes to members.

- Be alert, imaginative and sensitive to points of view and suggestions from the committee.

Committee Function

Each advisory committee will advise on the development, operation and evaluation of the program for which it is appointed. The following functions are presented as ideas on how the committee can better serve the vocational program:

1. Community Surveys (Appendix F and G)

   - The occupation(s) in greatest demand
   - The jobs within an occupation for which training is needed
   - The need for supplemental/upgrading training for people already employed
   - The number of graduates from occupational programs who might be needed for employment in the community
   - New areas in which training should be developed
   - Recommendations on the occupational programs to be established, expanded or discontinued

2. Course Content Advisement

   - Occupational information included in the course
   - Employability skills, such as interviewing skills, included in the course
   - Emphasis given to human relations skills
   - Provisions for disadvantaged or handicapped students
   - The content of each course as it relates to the total course curriculum
   - The level of skill development to be achieved
   - The emphasis given toward developing respect for tools, equipment, facilities and safety

3. Student Placement

   - Notify instructor(s) and/or the school placement office of job openings
   - Employ students upon completion of the program or in on-the-job training placement
   - Inform business associates of employable students

4. Public Relations/Recruiting

- Develop community awareness of the vocational education facilities and its equipment
- Suggest ways to promote vocational education through speaking engagements, newspaper, radio, television and other media
- Establish and participate in an awards program for outstanding students

5. Equipment and Facilities

- Review present equipment and facilities
- Survey equipment currently in use by industry
- Suggest a schedule for replacement and/or repair of equipment
- Seek equipment donations
- Evaluate environmental conditions, including requirements for handicapped students

6. Staffing

- Recommend the number and level of staff--an especially important function for an advisory committee working with a new program, or changing a program
- Provide opportunities for instructor(s) to receive essential update training during summer

7. Program Evaluation

- Conduct an annual program evaluation (Appendix H)
- Compare program accomplishments with program objectives
- Formulate recommendations for major program revisions and improvements
- Assist with the design, implementation and review of program completer follow-up

8. Student Organization

- Assist with preparing students for competition
- Provide field trip sites for students
- Be a guest speaker or suggest a potential guest speaker
- Serve as a judge at local, district or state competition
- Suggest educational fund-raising, service and professional activities
- Serve on separate student organization advisory committee

Appendix A

_____Program Advisory Committee

SAMPLE GOALS AND OBJECTIVES

19--

Goals

1. Become familiar with the instructional program.
2. Assist with the development of short- and long-range goals for the program.
3. Provide effective communication between the school and the business community.
4. Advise instructor(s) in the operation of _____ program, which will serve the needs of students and business and industry.

Objectives

1. Prepare and send a questionnaire to business and industry on what equipment is being used and what skills are needed by prospective employees.

2. Advise instructor(s) on possible additional equipment and the replacement of current equipment.
3. Help prepare students for local, district and state competition.
4. Serve as a judge for student organization competitive events.
5. Suggest possible job placements for students.
6. Visit and observe classroom activities twice (once each semester) during the school year.
7. Advise instructor(s) on possible software for instruction on personal computers.
8. Establish and participate in an awards program for outstanding students.
9. Suggest changes and additions to the current curriculum.
10. Review and suggest revisions for goals and objectives of the program.
11. Assist in other areas as suggested by Advisory Committee.

Appendix B

SAMPLE PROGRAM OF WORK

Goals: **Become familiar with the instructional program**

Objectives	**Dates**
Identify the existing goals of the program	Sept./Oct.
Review the program: A. Classroom/lab/shop instruction B. Work experience C. Student organizations D. Teacher professional development	Nov./May
Visit and observe classroom activities twice (once each semester) during the school year to be able to do annual evaluation	Nov./May
Do annual evaluation using format established by school	April/May

Goals:	**Assist with the development of short- and long-range goals for the program**	
	Objectives	**Dates**
	Develop rules for operating the committee	Sept./Oct.
	Elect officers	Sept./Oct.
	Help develop a testing program for evaluating student competencies	Feb./May
	Suggest revisions for goals and objectives of the program	Feb./May
Goals:	**Provide effective communication between the school and the business community**	
	Objectives	**Dates**
	Prepare and send a questionnaire to business on what equipment is being used and what skills are needed by prospective employees	Nov./Dec.
	Help prepare students for local, district and state competition in both skill and leadership areas	Feb./Mar.

SAMPLE PROGRAM OF WORK
(Continued)

	Serve as a judge for student organization competitive events	Jan./May
	Establish and participate in an awards program for outstanding students	Jan./May

Goals: **Advise instructor(s) in the operaton of _____ program, which will serve the needs of students as well as business and industry**

	Objectives	**Dates**
	Advise instructor(s) on possible software for equipment and the replacement of current equipment	Feb./May
	Advise instructor(s) on possible software for instruction on personal computers	Feb./May
	Suggest changes and additions to the current curriculum	Feb./May
	Provide instructor(s) with training opportunities during the summer months	May/June

Appendix C

SAMPLE AGENDA FOR FIRST MEETING

1. Welcome and opening remarks by school personnel
2. Introduction and biographical information about committee members
3. Statement of the role of the committee and how it is expected to be of assistance to the school (use handbook)
4. Names and brief biographical information of key school officials and teachers
5. A brief sketch of the history and background of the school
6. The objectives of the school as a whole (Policy and Procedures Book)
7. The goals and objectives of the specific vocational program
8. Future plans for expansion of the school or a specific program
9. Standards specified in federal acts for vocational education and the state plan for vocational education
10. Organization of the committee
    Selection of chairperson, vice chairperson and secretary
    Selection of dates and times for meetings
11. Other items
12. Adjournment

Appendix D

SAMPLE AGENDA - ADVISORY COMMITTEE MEETING

1. Call to order
2. Secretary's minutes
3. Introductions
4. Old business
5. Special reports
6. New business
7. Plans for next meeting
8. Other items
9. Adjournment
10. Tour of meeting facilities

Appendix E

SAMPLE ADVISORY COMMITTEE MINUTES

_____

(Date and Place of Meeting)

PRESENT:	List members present.
CALL TO ORDER:	The meeting of the (Program or Area) Advisory Committee was held on (Date) and was called to order at (Time and Place) by (Chairman's Name).
SECRETARY'S MINUTES:	Minutes of last meeting.
INTRODUCTIONS:	List members or guests who were introduced.
OLD BUSINESS:	Briefly summarize old business items.
SPECIAL REPORTS:	Summarize the major points discussed.
NEW BUSINESS:	Summarize new business items which were discussed.
PLANS FOR NEXT MEETING:	List plans for future (meetings, sub-committees, etc.)
ADJOURNMENT:	List time adjourned.

SAMPLE LETTER TO SEND WITH QUESTIONNAIRE

November 1, 19--

Mr. John Smith
Any Company
Oklahoma City, Oklahoma

Ladies and Gentlemen:

The ——— Program at ————(school name) is very concerned about your needs for the future----workers. It is our goal to provide you with students who have been trained on equipment which you are currently using in your business.

To reach our goal we need your help. Enclosed you will find a questionnaire which will help us as we determine our curriculum and equipment needs for next year. Your input will be valuable as we update and revise our program.

Please take a few moments to complete the enclosed questionnaire and return it by --- in the self-addressed envelope which we have provided for you. The next time you have an opening in your organization for a ---- worker, we hope you will allow us to provide you with some potential candidates to fill the position. Again, we appreciate your help.

Sincerely,

----------, Instructor
---------- Program

Enclosure

Appendix G

SAMPLE INDUSTRY QUESTIONNAIRE

1. What is the nature of your business?

   _____

2. How many employees do you have working at your location?

   under 10 10 - 25

   26 - 50 more than 51

3. What kind and how many pieces of equipment are currently installed at your location? (List appropriate equipment in the spaces prior to sending out this questionnaire.)

#	Equipment	#	Equipment
_____	A.	_____	F.
_____	B.	_____	G.
_____	C.	_____	H.
_____	D.	_____	I.
_____	E.	_____	J.

4. Are you considering purchasing any additional equipment in the future? If so, what brand and how many? If equipment is new on the market, what is its purpose?

SAMPLE INDUSTRY QUESTIONNAIRE
(Continued)

5. What are the applications currently being used on your equipment? Place a check beside those which apply. (List applications currently being taught in your program in the spaces before sending out this questionnaire.)

_____ A.	_____ F.
_____ B.	_____ G.
_____ C.	_____ H.
_____ D.	_____ I.
_____ E.	_____ J.

6. If we may contact you personally for additional information, please complete the following:

Name: _____

Title: _____

Company: _____

Address: _____

_____

Telephone: _____

Thank you very much for your time. Your help is greatly appreciated.

SAMPLE ANNUAL EVALUATION OF PROGRAM BY ADVISORY COMMITTEE

Please write the appropriate letter to the left of each numbered statement for the correct rating for each of the following statements:

A - Excellent, superior, outstanding, well done
B - Above average, good
C - Average, meeting standards
D - Needs improvement, poor
E - Not applicable

Philosophy and Objectives

1. The program has written goal statements.
2. The program has a list of written objectives.
3. The objectives are based on community and student needs.
4. Students were involved in writing the objectives of the program.
5. The advisory committee was involved in writing the objectives.
6. Objectives are based on student performance.
7. The advisory committee has reviewed or updated the objectives within the past twelve (12) months.

Staff

8. The vocational instructor(s) has the personal qualifications to be an effective teacher (the ability to lead, organize, maintain class control, supervise, communicate, etc.)
9. The vocational instructor(s) has the necessary background of related occupational work experience.
10. The vocational instructor(s) has recently participated in course work or inservice training directed toward professional growth.
11. The vocational instructor(s) takes active measures to periodically upgrade his/her occupational work experience.
12. The vocational instructor(s)' methods of teaching are adaptable to individual needs, interests and rates of learning.

Program Planning, Curriculum and Content

13. There is a planned program which is followed for the periodic revision of the course of study in light of changing community needs and technological changes.

14. Each instructional unit has been planned, organized and implemented in a sequential manner.
15. The core of the curriculum develops the understanding, skill and judgment needed for students to secure entry-level employment.
16. The spin-off levels are appropriate for the program and the curriculum prepares the students for employment.

Instructional Materials, Supplies, Equipment and Facilities

17. The program has access to and makes use of supplementary materials for instruction.
18. Library and instructional materials are filed in such a manner that they are readily accessible to the students and instructor(s).
19. The classroom, laboratory and/or shop are arranged in such a manner as to emphasize safety, function and class control.
20. The size and quality of the classroom, laboratory and/or shop are adequate to have an effective program.
21. The extent and quality of the equipment are adequate to have an effective program.
22. Materials and supplies are stored in a systematic way.
23. An ample amount of storage space is available for supplies, equipment and projects for the program.
24. Sufficient funds are made available when the purchase of new equipment is needed.
25. Sufficient funds are made available for immediate repairs to malfunctioning equipment.
26. The equipment is current and has been replaced in the program as needed.
27. The equipment is representative of that being used in industries related to your field.
28. The classroom and/or shop is orderly, attractive and clean in appearance.

Placement and Follow-Up

29. There is an organized plan for the placement of program completers seeking employment.
30. Information is maintained on the occupational status of former program completers.

Notes

ADVISORY COMMITTEE MEMBER INFORMATION CARD

Name _____

Title _____

Company Name _____

Mailing Address _____

_____

Telephone Number _____

Best Time To Call _____

Best Time For A Meeting _____

Best Day Of The Week For A Meeting _____

RECORD OF CONTACTS TO ADVISORY COMMITTEE MEMBER

	DATE	TIME	REASON
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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The Oklahoma Council on Vocational Education
4545 North Lincoln Boulevard - Suite 159
Oklahoma City, Oklahoma 73105
(405) 521-3986